

DEPARTMENT OF THE ARMY  
8<sup>th</sup> PERSONNEL COMMAND  
UNIT 15316  
APO AP 96205-5316



REPLY TO  
ATTENTION OF:

EAPC-P

19 April 2004

MEMORANDUM FOR All 8th PERSCOM Personnel Services Battalions (PSB)

SUBJECT: 8th PERSCOM Standard Operating Procedures (SOP) for PSBs

1. PURPOSE:

- a. To establish 8th PERSCOM-wide standard practices for personnel services.
- b. To codify and capture routine reporting management requirements that define how 8th PERSCOM conducts business.

2. REFERENCES: See specific SOP.

3. APPLICABILITY: This SOP applies to all 8th PERSCOM PSBs. 8th PERSCOM units are encouraged to share this SOP with their customer units for a common operating picture.

4. PROPONENCY: The Chief, Personnel Systems Division (PSD), 8th PERSCOM is the proponent for this SOP. Address recommended changes to the SOPs to Chief, PSD in writing.

14 Encls:  
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A handwritten signature in black ink, appearing to read "R. Mustion", is positioned above the printed name of the commanding officer.

RICHARD P. MUSTION  
COL, AG  
Commanding